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# Evaluation Process

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## Who is Eligible?

Anyone interested in having their company's products and designs approved by Chesterfield County Utilities.

## How To Apply

The committee meets on the last Thursday of each month. A formal written request must be submitted to the committee at least 60 days prior to the date of the presentation. This request should include the preferred meeting date as well as an alternate date.

In addition, seven copies of this request must be submitted along with seven copies of all literature, specifications, and materials that might affect the decision of the committee.

You will be notified of your presentation date within 30 days after the receipt of your request. Requests should be in writing, but phone calls will be accepted by the PDRC Committee Chairman.

**Presentation** There will be a 30-minute time limit for each presentation. Questions will be answered in a 15-minute time period after the presentation. Representatives at the meeting should be in a position to offer any type of background on product use and locations, design, and reference checks. These representatives should also have the authority to approve a trial run in Chesterfield County.

**Results** Within 45 days after the presentation, the committee will notify the designer or vendor in writing about the committee's findings. A two-thirds vote of the members is required to approve that product or design for use in the utilities department.

**Applications** Send all applications to:  
Chairman, PDRC  
Chesterfield County Utilities  
P. O. Box 608  
Chesterfield, VA 23832 or  
e-mail your request to  
[utilities@co.chesterfield.va.us](mailto:utilities@co.chesterfield.va.us)

**"Chesterfield County reserves the right to limit the number of approved manufacturers and products as they deem necessary in order to control parts inventory, maintenance, and training requirements."**

# How To Have Your Products and Designs Approved by Chesterfield County Department of Utilities



## Product and Design Review Committee

Chesterfield County  
Department of Utilities  
P. O Box 608  
Chesterfield, VA 23832-9998

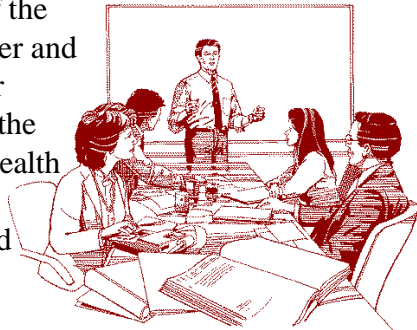
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## Purpose

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As one of the largest water and wastewater systems in the Commonwealth of Virginia, Chesterfield County Utilities is

constantly presented with information on new products and design approaches.



Through a Product and Design Review Committee (PDRC), all levels of the utilities management team will have the opportunity to view and approve these products and new design approaches as a group. This process offers many advantages to both the utilities department and prospective vendors. All committee members receive the same information at the same time and the vendor only makes one presentation.

New products, which may also be included as new materials in design specifications, have both short and long term effects on the entire utilities operation. For that reason, a balanced review is needed by our organization to provide manufacturers and their representatives with an avenue to present their products.

Likewise, design specifications are open for review to engineering professionals whose knowledge and experience go into the heart of any utility infrastructures.

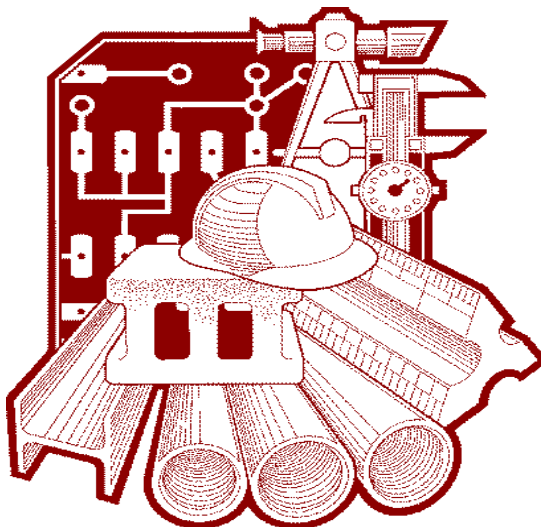
Therefore, in the interest of the individual members of our department who utilize those products or design specifications in their day-to-day work, the Chesterfield Utilities Product Design and Review Committee was formed.

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## New Technology

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As technology in today's world is adopted by today's construction, Chesterfield Utilities Product and Design Review Committee serves as a special connector between industry and the modern utility. The committee is presented information about products and services available as well as the costs to the user.



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## PDRC

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Chesterfield Utilities' PDRC is composed of five to seven utilities employees from all divisions of design, construction, operations, review, and general interest. Their purpose is to review and approve new materials and design standards for the Chesterfield County Utilities Department.



This diverse group will give each presentation a thorough evaluation of its effects on the water and wastewater systems.

The combination of different specialities and interests will allow a complete openness to all who appear before the committee, and at the same time, give small vendors the same opportunity as larger ones.